

## **IC 5-13-5**

### **Chapter 5. General Provisions**

#### **IC 5-13-5-1**

##### **Cashbook; duties of public officers; public inspection**

Sec. 1. (a) Every public officer who receives or distributes public funds shall:

- (1) keep a cashbook into which the public officer shall enter daily, by item, all receipts of public funds; and
- (2) balance the cashbook daily to show funds on hand at the close of each day.

(b) The cashbook is a public record and is open to public inspection in accordance with IC 5-14-3.

*As added by P.L.19-1987, SEC.7.*

#### **IC 5-13-5-2**

##### **Application of section to public funds other than state funds; warrants for payment of public funds; copy of warrant; disposition of warrant**

Sec. 2. (a) This section applies to public funds other than state funds. In all political subdivisions where the fiscal officer and investing officer are two (2) separate individuals by law, all warrants for the payment of public funds shall be drawn by the proper public officer upon the proper treasurer. In all political subdivisions where the fiscal officer and investing officer are the same individual by law, all warrants shall be drawn by the fiscal officer directly against a depository. A copy of the warrant shall be attached to each warrant when drawn. The copy of the warrant shall be readily detachable and shall show the following information:

- (1) The number of the warrant.
- (2) The date and amount of the warrant.
- (3) The name of the payee.
- (4) The purpose of the warrant.
- (5) The name and office of the drawer.
- (6) The fund and the appropriation upon which the warrant is drawn.

(b) In all political subdivisions where the fiscal officer and investing officer are two (2) separate individuals by law, warrants shall be presented by the proper public officer to the proper treasurer, who shall detach and retain the copy of the warrant, countersign the original, and stamp upon the original the name of the depository by which it is payable. A warrant is effective only if it is stamped and countersigned as provided in this subsection. After countersignature and stamping, all warrants shall be returned to the proper public officer for distribution. The proper treasurer, when any warrant is presented for payment by any person other than a depository, may, for convenience of the persons presenting the warrant, pay the amount of the warrant to the holder, take an assignment by endorsement of the warrant, and deposit the warrant in the proper depository in lieu of the cash paid out to the holder of the warrant.

*As added by P.L.19-1987, SEC.7.*

### **IC 5-13-5-3**

#### **Drawing warrant**

Sec. 3. All warrants for the payment of public funds of the state shall be drawn by the auditor of state on the treasurer of state.

*As added by P.L.19-1987, SEC.7.*

### **IC 5-13-5-4**

#### **Signature of authorized public officers on check or negotiable order of withdrawal; purposes**

Sec. 4. (a) All checks or negotiable orders of withdrawal drawn upon depositories shall be signed by public officers authorized to sign the check or negotiable order of withdrawal in the officer's official capacity. All funds paid out of the state treasury must be by check or negotiable order of withdrawal of the state treasurer upon the warrant of the auditor of state.

(b) A public officer may draw a check or negotiable order of withdrawal upon a depository only for the following purposes:

- (1) The payment of a warrant drawn by the auditor of state.
- (2) The payment of a warrant drawn by the fiscal officer of a political subdivision, where the fiscal officer and investing officer are two (2) separate individuals by law.
- (3) The payment of a legal claim against a political subdivision where the fiscal officer and investing officer are the same individual by law.
- (4) An investment authorized under this article.
- (5) The transfer of funds between depositories.

*As added by P.L.19-1987, SEC.7. Amended by P.L.18-1996, SEC.5.*

### **IC 5-13-5-5**

#### **Transacting business with financial institution or public retirement fund through use of electronic funds transfer; ordinance or resolution**

Sec. 5. (a) The fiscal body of any political subdivision may by ordinance or resolution authorize the proper legal officers of the political subdivision to transact the political subdivision's business with a financial institution or a retirement fund administered by the public employees' retirement fund through the use of electronic funds transfer.

(b) The ordinance or resolution must:

- (1) specify the types of transactions that may be conducted by electronic funds transfer; and
- (2) require the proper officers to maintain adequate documentation of the transactions so that they may be audited as provided by law.

*As added by P.L.19-1987, SEC.7. Amended by P.L.61-2002, SEC.9.*